



# Form A - Tenanted

(Homeowner providing third party documents to the City)

## Vacancy Tax (Empty Homes Tax)

### Consent for the City of Vancouver to Collect and Use Third-Party Tenant Information

TENANT'S NAME	
REGISTERED OWNER'S NAME	
TENANCY DATES (mm/dd/yyyy – mm/dd/yyyy)	
CIVIC ADDRESS OF PROPERTY	

I, the tenant named above, authorize the Registered Owner to collect my personal information for the purpose of disclosing it to the City of Vancouver to verify the property status declaration for the civic address under the Vacancy Tax (Empty Homes Tax) program. The Registered Owner shall not use this information for any purposes not authorized by this form and shall return or destroy any remaining copies of the information once they have been provided to the City. The Registered Owner may collect and disclose the following forms of information to the City:

#### Primary Documents (select at least one):

- ☐ BC Driver's Licence, Services Card or Identity Card
- ☐ ICBC Residential Address History Report (*Note: an ICBC Residential Address History is required if licence is modified by a sticker or issued recently. It can be obtained free online at <https://onlinebusiness.icbc.com/clio>*)
- ☐ First page of Canada Revenue Agency Notice of Assessment issued in the year under audit

#### Secondary Documents (select at least two):

- ☐ Correspondence from a government authority (*Note: City of Vancouver documents are not accepted*)
- ☐ Tenant's insurance
- ☐ ICBC vehicle insurance and registration
- ☐ Utility bills (i.e Fortis BC, BC Hydro)
- ☐ Cell phone, internet and/or cable bills
- ☐ Bank or credit card statements
- ☐ Other document(s) (please specify): \_\_\_\_\_

*Note: Documents must be valid for at least 6 months of the vacancy reference period under audit. Documents must display the tenant's name, the civic address, and the date of issuance only. Sensitive information may be redacted.*

TENANT'S SIGNATURE	DATE OF CONSENT
TENANT'S EMAIL ADDRESS	TENANT'S PHONE NUMBER

#### How to submit documents:

- Via the online compliance portal: [www.vancouver.ca/eh-t-compliance](http://www.vancouver.ca/eh-t-compliance)
- In person at Revenue Services 515 West 10<sup>th</sup> Ave, Vancouver. Hours: 8:30-5:00 Monday to Friday
- Via registered mail to Vacancy Tax Office 453 West 12th Ave, Vancouver BC V5Y 1V4

**Notice of Purposes and Authority:** The City of Vancouver is collecting your personal information to verify your occupancy at the address listed above. The information is only to be collected by the Registered Owner for disclosure to the City. With your consent, your information is collected and disclosed by the Registered Owner under the authority of section 6(2)(a) of the Personal Information Protection Act (if applicable). **The Registered Owner must ensure the secure destruction of copies of the Tenant's personal information once it is provided to the City of Vancouver.** The City will collect, use, and retain the information to verify the property status declaration under the Vacancy Tax Program. Your information is collected and used by the City under the authority of sections 26(c), 27(1)(a)(i), 32(a), and 32(b) of the Freedom of Information and Protection of Privacy Act. You are able to revoke your consent at any time by submitting written notification to the Vacancy Tax Office, PO Box 7747, Vancouver BC, V6B 8R1. If you have any questions about this collection, use, and disclosure of personal information or the consent form please contact 3-1-1.